

**The Stow Council on Aging
is looking for front desk volunteers!**



Front desk volunteers are an important presence at the COA. Front desk volunteers assist the many seniors and guests who call or come into the Pompo Community Center daily. Front desk volunteers:

- answer our switchboard phones
- greet residents to ensure that they sign in
- register residents for COA offered events
- perform other general office functions

Training will be provided. Front desk volunteers should have basic computer skills and must be able to multi-task. Confidentiality is of the utmost importance and must be always respected.

Volunteers commit to a regular weekly shift, either 8 am to noon or noon to 4 pm, Monday through Friday.

All volunteers must complete the COA Volunteer Application including, Massachusetts Criminal Offender Record Information form, COA Confidentiality Agreement and COA Indemnification Form. For more information contact Gigi Lengieza at 978-897-1880 or COAAdminAsst@Stow-MA.gov.

Thank you for your consideration!